

## **Adopt-A-Trail Tailgate Safety and Accomplishment Reporting**

**Volunteer Name:** \_\_\_\_\_ **DATE** \_\_\_\_\_ **TIME** \_\_\_\_\_

Call Dispatch 928-777-5700. Hello this is Volunteer \_\_\_\_\_ and I will be on the  
 \_\_\_\_\_ (Last Name)

\_\_\_\_\_ In the area of \_\_\_\_\_. I will be parking at the  
 (Trail name and number) (General area, i.e. Thumb Butte)

\_\_\_\_\_. I plan to check out with you at \_\_\_\_\_.  
 (Give trail and road/junction or TH name) (Time)

Prescott National Forest Dispatch Hours are generally 7 days a week 8am-4:30pm October thru March and 7am-6pm March thru September. Be sure to ask the dispatcher what time they are going home if you think you will be out past 4pm.

Important Note: If you forget to check back in, dispatch will try to call the phone number they have for you 1st, then your emergency contact person identified by you. If dispatch is unable to contact you we will send someone to your trail looking for you and a law enforcement officer to your home address. If any of your contact information changes, be sure you update it with us.

- Review and sign Adopt-A-Trail Job Hazard Analysis (JHA) before each work day.**

### **General Safety Checklist (to be completed before leaving trailhead)**

<b>x</b>	<b>Check each box for the topics listed below</b>	
	Adequate food and water for planned activities	Personal 1st Aid Kit
	Personal Protective Equipment: Gloves, hard hat, safety glasses, long sleeves, long pants, and sturdy boots	Personal Medications or allergy relief, i.e., EpiPen
	Tool inspection	Do you know the predicted weather for the day?
	Emergency Communications- do you have a charged cell phone or FS radio or Spot device?	Sunscreen or other UV protection

**Remember that safe work is efficient work!**

**Additional Safety Considerations:** (Take a moment to think about what safety issues may be unique today. For example, is it windy or wet, is it a beautiful Sunday where many users could be out on the trail?)

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**If you have any questions, feel free to call the trails program coordinator Tony Papa at 928-777-2216 (office) or 847-909-6050 (cell phone)**

**Project Accomplishments:** (Give estimate of how many miles accomplished to the nearest 1/10 of a mile (528 ft) and general description of where on the trail work was accomplished)

**Brushing:** \_\_\_\_\_  
\_\_\_\_\_

**Tread work:** \_\_\_\_\_  
\_\_\_\_\_

**Other** (could include sign maintenance, trash removal etc.): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Future work or supplies needed:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Total Volunteer Hours Contributed:**

Notes:

**REMEMBER TO CHECK OUT WITH PNF DISPATCH WHEN YOU ARE DONE WITH YOUR VOLUNTEER WORK!**

**Dispatch Phone # 928-777-5700**

**Please ensure form is filled out completely!**  
Form can be scanned and e-mailed to [tpapa@fs.fed.us](mailto:tpapa@fs.fed.us)

or turned in to any of our district offices in Prescott, Camp Verde, or Chino Valley. Ask that it be placed in interoffice mail to Tony Papa

It can be mailed to:  
Prescott National Forest  
Attn: Tony Papa  
344 S. Cortez St  
Prescott, AZ 86303